

PVA Hiring Checklist

When you are preparing for a new hire, you will need to consider your office needs by looking at the Job Classification list and the current Salary Schedule

The following items are required when hiring a full-time employee and can be obtained from our web site at:
<http://revenue.ky.gov/business/pvaadsup.htm>

- ☐ 1. Request for Personnel Action form (**Original PVA Signature**)
- ☐ 2. State Application/Updated App. Form (**Previous work: MM/DD/YYYY & Hrs per wk**)
- ☐ 3. Copy of GED Certificate/GED Transcripts/GED ID#
- ☐ 4. Copy of College Degree/Official/Notary Transcripts
- ☐ 5. Position Description
- ☐ 6. W-4
- ☐ 7. K-4
- ☐ 8. I-9 (**Two (2) acceptable documents**)
- ☐ 9. Health Insurance Application (**Insurance Coverage or Wavier**)
- ☐ 10. Health Insurance Check List
- ☐ 11. Life Insurance Application and Beneficiary form
- ☐ 12. Retirement form 6751 (**Return Retiree – Certification Regarding Reemployment**)
- ☐ 13. Retirement form 2001 (**Membership Information & Previous County, City, State**)
- ☐ 14. Retirement form 2035 (**Beneficiary Designation**)
- ☐ 15. KRC Acknowledgement of Confidentiality
- ☐ 16. Fair Labor Standards Act (FLSA) Form
- ☐ 17. Code of Ethics Form
- ☐ 18. Request for Outside Employment Form
- ☐ 19. Personalized and Flexible Work Schedule Agreement
- ☐ 20. Direct Deposit Form (**Must have a VOIDED check attached**)
- ☐ 21. Deferred Compensation (**Employee Mails directly to Deferred Comp**)

The following items are required when hiring a part-time employee and can be obtained from our web site at:
<http://revenue.ky.gov/business/pvaadsup.htm>

- ☐ 1. Request for Personnel Action form (**Original PVA Signature**)
- ☐ 2. State Application/Updated App. Form (**Previous work: MM/DD/YYYY & Hrs per wk**)
- ☐ 3. Copy of GED Certificate/GED Transcripts/GED ID#
- ☐ 4. Copy of College Degree/Official/Notary Transcripts
- ☐ 5. Position Description
- ☐ 6. W-4
- ☐ 7. K-4
- ☐ 8. I-9 (**Two (2) acceptable documents**)
- ☐ 9. KRC Acknowledgement of Confidentiality
- ☐ 10. Fair Labor Standards Act Form
- ☐ 11. Retirement form 6751 (**Return Retiree – Certification Regarding Reemployment**)
- ☐ 12. Retirement form 2001 (**Membership Information & Previous County, City, State**)
- ☐ 13. Code of Ethics Form
- ☐ 14. Request for Outside Employment Form
- ☐ 15. Personalized and Flexible Work Schedule Agreement
- ☐ 16. Direct Deposit Form (**Must have a VOIDED check attached**)

To complete the employee (EE) orientation, please refer EE to PVA Admin. Support Branch Website
<http://cts.ky.gov/business/pvaadsup.htm> for other relevant documents (i.e., HIV Awareness, Blood Leave, COT Enterprise Policy, Drug-Free Workplace, Prohibition of Text while Driving a State Vehicle, Adoption Reimbursement, Labor Cabinet/Labor Laws, Daily Time & Attendance Reporting).